

California Department of Corrections

Financial Information Memo

SUBJECT:	FIM NUMBER:
RETIRED ANNUITANT TRAVEL	2003-09
REFERENCES:	DATE: September 29, 2003
DPA RULE 599.616	
DPA RULE 599.616.1	

DISTRIBUTION

Executive Staff
Regional Administrators, Institutions Division
Regional Parole Administrators
Regional Administrators, Health Care Services Division
Wardens
Health Care Managers

PURPOSE

This Financial Information Memo (FIM) emphasizes State and department policy regarding travel expense reimbursement to retired annuitants.

BACKGROUND

With respect to travel expense reimbursement rules and policies, retired annuitants assume the collecting bargaining designation associated with the classification into which hired. For travel and long-term assignments, retired annuitants are subject to the reimbursement limitations identified in the respective bargaining agreements and other State rules that govern these areas.

The hiring authority maintains an option for defining a retired annuitant's headquarters, and the exercise of the option determines reimbursement criteria for travel expenses.

DISCUSSION

The Department of Personnel Administration (DPA) Rule 599.616.1 defines an employee's headquarters for the purpose of travel reimbursement. In addition, a hiring authority may designate the retired annuitant's home as his/her headquarters, where the facts and circumstances warrant such designation.

Pursuant to the DPA Rules, per diem may not be paid within 25 miles for represented, and 50 miles of an excluded employee's headquarters. Therefore, the retired annuitant's designated headquarters determines when per diem may be claimed. It becomes important in these cases to confirm to the respective accounting office what has been designated as headquarters for a retired annuitant.

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ACTION REQUIRED

When designating a retired annuitant's headquarters, the respective Warden, Deputy Director or Health Care Manager must ensure that notification of that designation is provided to the accounting office that pays the retired annuitant's travel reimbursement claims. Absent notification, the accounting office must assume the headquarters is the office location of the hiring authority.

Supervisors must audit employees' travel claims in accordance with the designated headquarters, the authorization to travel, applicable bargaining agreement and the DPA Rules. The supervisor's signature constitutes a certification that the travel was authorized, and that expenses claimed are business related, in accordance with the State's accountable plan and for actual amounts up to the stated limits. The retired annuitant and/or the supervisor must ensure that "retired annuitant" has been written on the travel claim so it may be properly audited and paid.

Accounting offices must also review and pay travel reimbursement according to an employee's designated headquarters, DPA Rules and Bargaining Unit agreements.

If you have further questions regarding this FIM, please contact Tim Gilpin, Regional Accounting – North at (916) 323-3351, Carol Gardemal, Regional Accounting – South at (909) 483-1554 or William B. Dougherty, Accounting Management Branch at (916) 324-6525.

ORIGINAL SIGNED BY

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